

SCHOOL DISTRICT OF WAUPACA

SERIES 700 SUPPORT SERVICES

CODE: 751

Student Transportation Services

The Transportation Director and Business Manager shall direct and manage the transportation services the District provides to public and private school students and coordinate such services among relevant parties in the interest of the students' safety and welfare. The District Administrator may delegate responsibility for the oversight of operational issues related to transportation services to another administrator or supervisory employee. The Transportation Director and Business Manager shall also ensure that the District develops any administrative guidelines that may be necessary or advisable for the implementation of the School Board's transportation policies, and the Transportation Director and Business Manager shall approve such guidelines and any revisions thereto.

On days school is held, the District will provide, or otherwise contract or arrange for the provision of, student transportation to and from public school in all situations where state or federal law establishes a District transportation obligation, including at least all of the following:

1. Students who reside in the District equal to or shorter than the statutory requirement of two miles or more from the nearest school, as measured by the usually-travelled route.
2. Students who live in areas of unusual hazard as defined and identified in the District's transportation plan or as otherwise identified pursuant to procedures found in state law.
3. Students with disabilities who have individualized education programs (IEPs) that require transportation as a necessary service, and where applicable law requires the District to provide the service.
4. Students with disabilities as required by an order of the state superintendent of public instruction.
5. Any student who is homeless or an unaccompanied youth, as defined under federal law, and who has a legal right to District-provided transportation.
6. If a student is living outside the District, but is enrolled in the District as a resident student because the student's parents or guardians have joint legal custody, the District will transport the student to and from an agreed-upon location within the District upon request from the student's parent or guardian.

The District will provide, or otherwise contract or arrange for the provision of, student transportation to and from school for residents of the District who attend private schools to the extent required by state law.

Aside from transportation to and from school, as described above, the District shall also:

1. Fulfill all other student transportation obligations identified under state or federal law, including, but not limited to, the obligation to provide transportation for certain at-risk students attending a technical college program leading to the student's high school graduation.
2. Provide student transportation services in other situations where permitted by state law and where such transportation has been appropriately authorized by (a) a Board policy; or (b) a motion or resolution of the Board whichever may be applicable. To the extent permitted by law, the District may charge fees related to such additional transportation.

The Transportation Director and Business Manager shall determine and schedule regular bus routes, taking into account factors such as the number and location of children, the safety of students, and the cost efficiency of the route. Changes to routes and schedules may be required from time-to-time during a school year, and the Transportation Director and Business Manager will provide advance notification of such changes to affected families. In establishing routes and schedules, the Transportation Director and Business Manager shall obtain Board approval if he/she determines that it may be necessary for any student to spend more than 60 minutes on the bus on the way to or from school, or to walk more than one-half mile from the student's residence to the regular bus stop for pick-up/drop-off.

Vehicle and Driver Requirements

The District Administrator and any other administrator or supervisor with responsibilities related to the oversight of student transportation services shall, upon recognition of any deficiency, recommend changes to District policies, procedures, guidelines, and contracts that will facilitate the ability of the District and any contracted service providers to maintain compliance with all vehicle, operator, insurance, and contract requirements established by state or federal law. The District shall not purchase, lease, rent, use, or contract for the use of a motor vehicle for student transportation, other than a properly marked and equipped school bus or authorized motor bus, if the motor vehicle is designed to transport 10 or more passengers in addition to the driver.

In extreme circumstances (such as when a student misses their bus) an administrator/teacher with documented parental approval may use their personal vehicle to transport a student home with the knowledge that the administrator's/teacher's personal insurance is the primary insurance if an accident may occur.

Student Conduct

To the fullest extent that state law considers a student who is utilizing the District's transportation services to be (1) at school; (2) under the supervision of a school authority; or (3) otherwise subject to the District's disciplinary jurisdiction or oversight or control, the student must abide by all applicable policies, procedures, rules, and directives that govern student conduct. Rules and directives may be established and enforced that are specific to the context of transportation and/or transportation-related safety. Students using transportation services are subject to appropriate discipline or other consequences or interventions related to their conduct, up to and including loss of transportation services and/or suspension or expulsion from school.

ADOPTED: 031417

REVISED:

REVIEWED:

LEGAL REFERENCE:

Wisconsin statutes

- Section 115.76 [students with disabilities; definitions]
- Section 118.15(2)(d) [technical college attendance for children at risk of not graduating from high school; transportation requirement]
- Section 118.51(14) [full-time public school open enrollment; transportation provisions]
- Subchapter IV of Chapter 121 [student transportation and transportation aid]
- Section 340.01(56) [state law definition of school bus]
- Section 345.05 [municipal liability for motor vehicle accidents]

Wisconsin administrative code

- PI 7 [unusually hazardous areas; parent contracts]
- TRANS 300 [state rules governing the transportation of school children, including driver and passenger requirements]

Federal Law

- Section 504 of the Rehabilitation Act of 1973 [programs/services for handicapped students]
- Individuals with Disabilities Education Act [programs/services for students with disabilities]
- McKinney-Vento Homeless Assistance Act [equal access for homeless students; includes transportation provisions]
- Omnibus Transportation Employee Testing Act of 1991 [alcohol and controlled substances use and testing requirements for individuals holding commercial drivers' licenses]

CONTRACT REFERENCE:

CROSS REFERENCE:

The School District of Waupaca is an Equal Opportunity Employer. The School District of Waupaca does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.